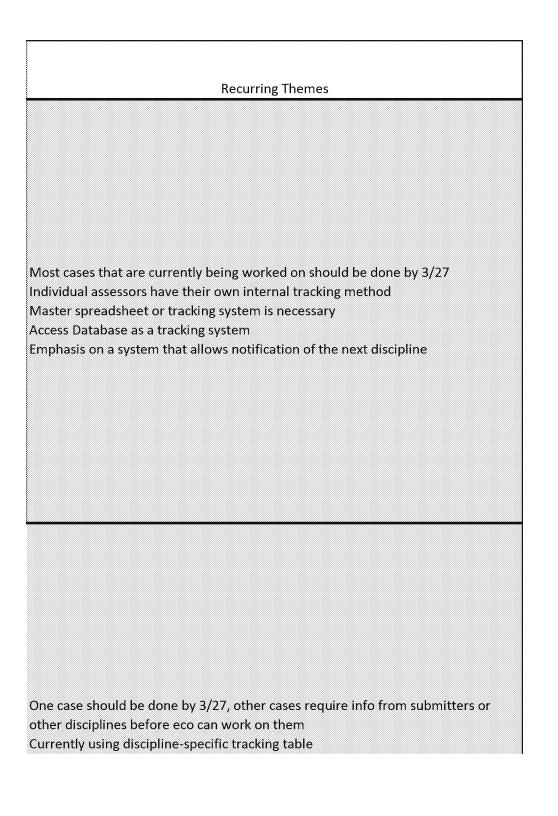
|                             | Backlog cases currently in progress                                                                                                                                                    | Incoming cases currently in progress (completion by 3/24?)                                    |
|-----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|
| Fate                        | None                                                                                                                                                                                   | None                                                                                          |
| Fy 6 Personal Privacy (PP)  | P-19-0041-44; P-18-0172; P-18-<br>0408; P-18-0409                                                                                                                                      | P-19-0165 - other disciplines in<br>discussion with submitter; may<br>not be complete by 3/24 |
| Ex. 6 Personal Privacy (PP) | P-19-0131- should be complete by 3/27. Challenge was to figure out scope of fate work which took several conversations with the health assessor to determine. Goal not clearly defined | None                                                                                          |
| Eco                         |                                                                                                                                                                                        |                                                                                               |
| Ex. 6 Personal Privacy (PP) | P-18-0173; L-19-0213; P-18-<br>0173; P-18-0256; P-18-0408c;                                                                                                                            | None                                                                                          |
|                             | P-18-0318c- awaiting either fate or exposure updates for these cases                                                                                                                   |                                                                                               |

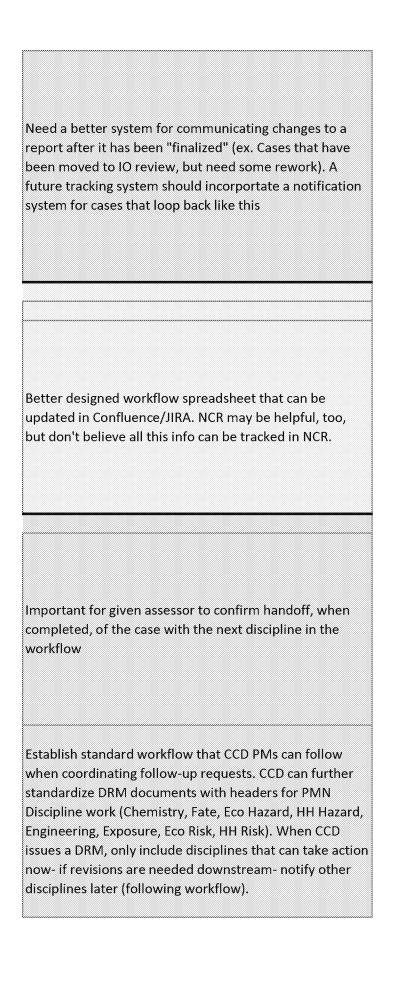
| Typical tracking of your cases                                                                                                                                                                                                             | How to track real updates during case review?                                                                                                                                                                              |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| -                                                                                                                                                                                                                                          | Relational database or NCR- been investigating options for translating spreadsheet into an interacture structure that could be updated and would send notifications when other disciplines have completed their work       |  |
| Incoming- personal records for calls for cases  Dedicated PMNs- Ex. 6 Personal Privacy (PP) spreadsheet                                                                                                                                    | Master tracking system, whether it's confluence, access database, or excel spreadsheet. Need to have a central location that everyone uses and knows to fill out so that the next discipline can be notified appropriately |  |
| Assigned SIF through Ex. 6 Personal Privacy (PP) Tracked via personal notes or calendar. Typically do not have many assignments so not much tracking is needed other than meeting deadline. All parties are notified when SIF is completed | Authoriative spreadsheet or e-mail notification                                                                                                                                                                            |  |
|                                                                                                                                                                                                                                            |                                                                                                                                                                                                                            |  |
|                                                                                                                                                                                                                                            |                                                                                                                                                                                                                            |  |

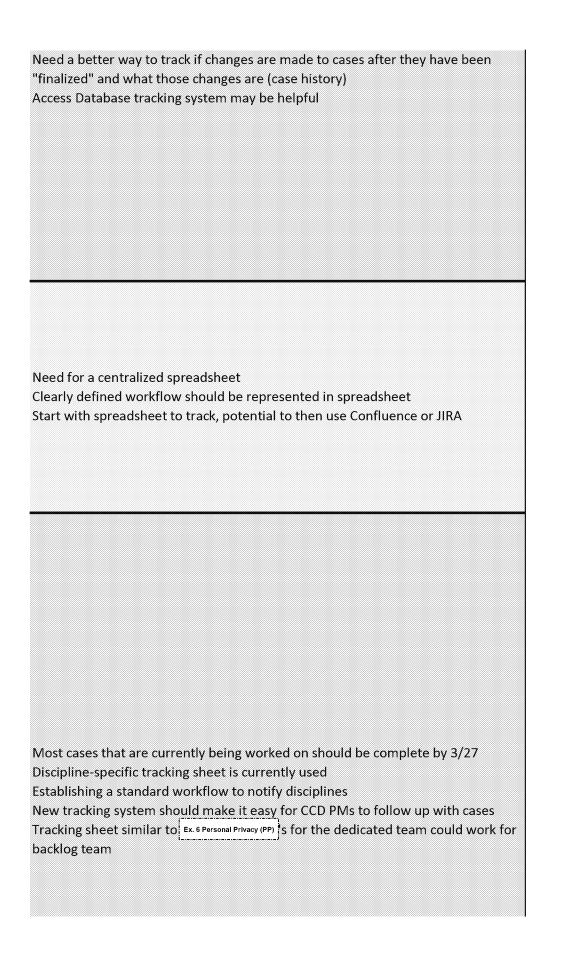
Changes for easier tracking and improved communication about case status? Move away from excel files and to relational database or **NCR** Need a list of specific cases to work on each week. Need a notification system to alert other disciplines when the case is ready for their assessment. Have a user friendly interface that can be used by multiple people. Access database is preferred, but may take some time to get it up and running A master spreadsheet that assessors and PMs can access and update as they complete their assignments If all disciplines can reply to the original email or creatin or an email/notification system that differentiates between requests. It would be helpful to know and track what the changes are that are happening to a case. Responding to the original email will provide some history on the case which will be helpful for disciplines downstream, especially in cases where requests a change after cases are "finalized." Can facilitate quicker process if it is clearly defined which discplines need to rework



| Ex. 6 Personal Privacy (PP)              | P-16-0349- finishing up a data review memo. Will need an update to exposure after, so hopefully this can be complete by the end of this week or next week. P-20-0018-0021- scheduling submitter meeting P-19-0041-0044- may need another meeting with submitter | None                  |
|------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| Exposure  Ex. 6 Personal Privacy (PP)    | P-19-0136; P-18-0143; P-20-0031; L-20-0060. The P-cases should be done this week. Wait for assignments from emails from other disciplines. Challenge: whether contractors will be able to run PMNs remotely                                                     | Same as previous cell |
| Engineering  Ex. 6 Personal Privacy (PP) | P-19-0041c: had conference call with submitter and now awaiting submitter info Friday 3/27 L-18-0232- received answers from submitter on 3/18, expected to be complete by 3/27 P-19-0140- expected to be complete by 3/27                                       | None                  |
|                                          | None                                                                                                                                                                                                                                                            | None                  |

| Internal spreadsheets. PMN Dedicated eco team                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                          |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| developed an internal spreadsheet for cases in progress<br>based on the notifications we receive from other<br>disciplines                                                                                                                                                                                                                                                                                                    | Access database- easy to use visual interface to link spreadsheet of case priorities and notification system                                                                                                             |
|                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                          |
| Backlog folder filling tracked on HH Tracking table. SIFs distrubited via email by CCD. Receive emails from eco/fate/health or CCD for specific cases. Communication with other exposure assessor is important to determine whether they are already working on the case. Log information into a spreadsheet or look at various spreadsheets from CCD                                                                         | Prefer to start with spreadsheet then move to<br>Confluence/JIRA for a better designed process                                                                                                                           |
| Personal tracking system for incoming cases; Dedicated PMN tracking sheet for tracking follow-up cases for all engineers                                                                                                                                                                                                                                                                                                      | Tracking mehcanism integrated into same spreadsheet wit<br>cases engineers are working on (one view with all relevant<br>information, rather than tracking in one application and<br>having case priorities for another) |
| Initial Review- NCR Product Assignments feature- linked to CBI email and PMN Assignment Form emailed to admin side My work feature in NCR and My Tasks feature in Outlook to keep track of case assignments SIF/DRM- coordinated between original assessors and members of the dedicated PMN Team. Engineer on rotation (EOR) follows up to see if original assessor can complete request and if not, EOR works on it and CCD | Use Views/Assignments in NCR to track all "Data Review<br>Memo" product assignments by due date and status- allow<br>CCD PMs and anyone else to identify overdue assingments<br>and follow-up accordingly                |





| Ex. 6 Personal Privacy (PP) | None (last case finished 3/20)                                                                                                                                                                                                                  | None currently, but may be assigned more through PMN dedicated team (until finalized direction received from and about Dedicated vs Backlog team) |
|-----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|
| Human Health                |                                                                                                                                                                                                                                                 | _                                                                                                                                                 |
|                             | P-18-0318 and P18-0098                                                                                                                                                                                                                          | None                                                                                                                                              |
| Ex. 6 Personal Privacy (PP) | P-17-0292; P-18-0262; P-19-0131; P-18-0365/0366; P-18-0399/0400; P-18-0327; P-20-0025; P-17-0086; P-17-0259; P-18-0151; P-18-0351; P-19-0084; P-19-0083; P-18-0350; P-18-0178/0217/0218; L-19-0024; L-19-0019- time is limiting factor for work | None                                                                                                                                              |
| CCD                         |                                                                                                                                                                                                                                                 |                                                                                                                                                   |
| Ex. 6 Personal Privacy (PP) |                                                                                                                                                                                                                                                 |                                                                                                                                                   |
| <u>[</u>                    |                                                                                                                                                                                                                                                 |                                                                                                                                                   |

| All SIFs tracked through D-PMN Tracking sheet. Coordinate with original assessor and dedicated team to work on cases. D-PMN engineer rotates throughout the week, which is fine when the primary route of a SIF is to the original assessor; however if backlog engineers are taking on all SIFs, engineers would ned a different approach so that the SIF load is balances across all backlog reduction engineers |                                                                                                                                                                                                                                                                                                                                            |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Either informed of a case assignment by Ex 6 Personal Privacy (PP)  16 Personal Privacy (PP)  Or chooses case from the excel file called  "human health tracker" in s folder on J drive; case tracking has been done using the human health tracker  [                                                                                                                                                             | Tracking currently done via NCR, but sometimes cases need rework because updated reports are not used (there is a time gap between when reports are uploaded and the time that the reports are searched for)                                                                                                                               |
| Flag cases in an email, use a personal to-do list, and use<br>the RAD/CCD tracking spreadsheet                                                                                                                                                                                                                                                                                                                     | Email and the RAD/CCD tracking spreadsheet                                                                                                                                                                                                                                                                                                 |
| Keeps track of work being done by a particular reviewer. Will use the status of a Data Review Memo. If there is an issue that needs to be resolved or clarified, contacts Ex.6 Personal Privacy (PP)                                                                                                                                                                                                               | Use status/event history in NCR, but need a backup point of vontact(s) in RAD for those issues that cannot be resolved                                                                                                                                                                                                                     |
| Tracking system recently changed in CCD and it is<br>difficult for PMs to know which assessor is working on<br>their case                                                                                                                                                                                                                                                                                          | NCR- all SIFs have to be in NCR so this could also be a place for management and PMs to track cases and know who is working on the case. In addition, there should be a way for PMs and the RAD assessors to communicate directly, rather than go through management. Easier to track a few cases at a time than everything by one person. |
| Use "My PM Assignments" view in NCR to see list of cases and their day 90s. Use "My PM Summary Dashboard" in NCR to view and updated PM Comment Header and PM Comment fields for each case. Use header to keep track of where case is and use PM Comment for more detailed description of case status                                                                                                              | For the short term, RAD could use the PM Comment text box to note where the case is. That wouldn't require any changes to NCR. We would have to check with CCD to make sure that the PMs are ok with writing in the box though.                                                                                                            |

Folder filling system has been working decently. Every discipline should go to one spreadsheet and enter initials and date when the respective report is completed

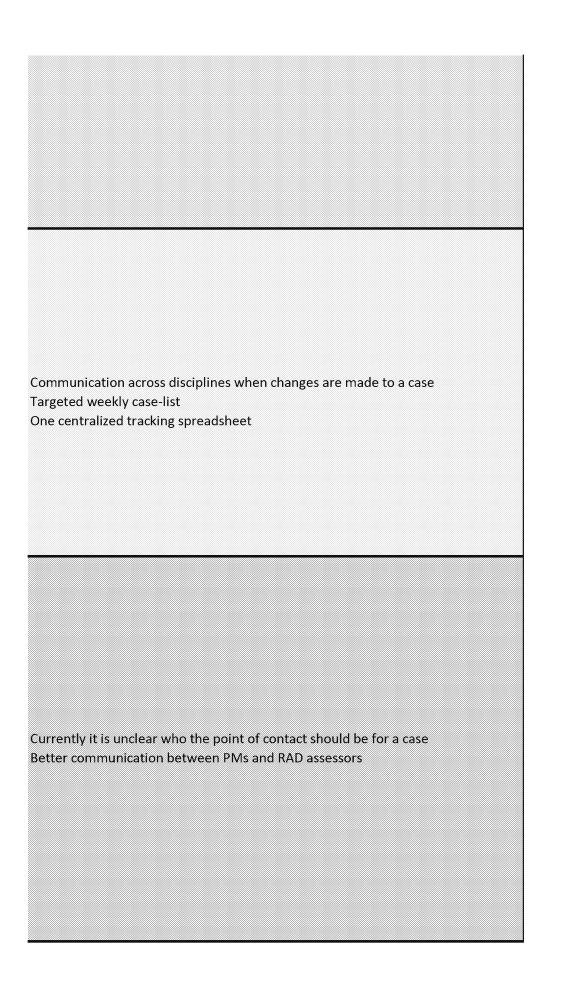
It would be helpful for each discipline assessor to send a notice to other disciplines (either the whole team or the designated member) saying that their report (fate, engineering, exposure, and/or human health) has been updated for some reason

One RAD/CCD tracking spreadsheet that all information is on; have weekly targeted list of cases to be completed and keep hair on fire interruptions to a minimum

Agreement on what will be updated in NCR that everyone can track and clear points of contact when issues need to be resolved

Identifying assignments (who really is working on each case), direct communication between PM and RAD assessor, and setting real deadline for work requested. RAD assessors should estimate how long it will take to completement the assignment. Not having an estimate of time required puts PMs in limbo and makes it difficult to track

If we had time/money to modify NCR we could add "RAD Comment field" and/or "RAD Comment Header" similar to the ones that the PMs use. Expand the PM Comment Header so that instead of "Awaiting RAD Action" it could say "Awaiting RAD Action-Engineering" or "Awaiting RAD Action- Human Health"



Cell: B1

Comment: Ex. 6 Personal Privacy (PP)

List the backlog cases that you are currently working on (this is for RAD folks).

Provide the status of the case and an indication of when you will be done with the work, including challenges that you are facing

Cell: C1

Comment: Ex. 6 Personal Privacy (PP)

List the incoming cases (<90 days) that you were the original assessor and you are still working on (this is for RAD folks). Provide the status of the case and an indication if you can finish the case by Tuesday, March 24

Cell: D1

Comment: Ex. 6 Personal Privacy (PP)

Describe how you typically track cases assigned to YOU, and cases assigned to your discipline-specific team to distribute to others (I also want CCD insights—this request is not solely for RAD folks)

Cell: E1

Comment: Ex. 6 Personal Privacy (PP)

How do you want to track real updates to the case review process?

Cell: F1

Comment: Ex. 6 Personal Privacy (PP)

What changes can the team institute to make tracking easier and improve communications on where the case stands in the workflow process?